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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

April 06, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-40

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memo #2006-30
Retroactive Pay Wage Types

This memorandum supersedes the information previously reported in OSUP Memo #2006-30. Retroactive pay wage types allow agency personnel to make master data changes for UPS (Pre-ISIS HR) activity and/or retro closed years in the LaGov HCM (previously referred to as ISIS HR) system. These wage types are maintained on Infotype 0014 and Infotype 0015.

These retroactive pay wage types and descriptions are:

0206 Retro closed pay-special
0207 Retro closed pay-ot
0208 Retro closed pay-term pay
0209 Retro closed pay-reg pay

Agencies **must** contact the Office of State Uniform Payroll (OSUP) Benefits and Financial Administration (BFA) Unit prior to using these wage types if the pay adjustment is not covered by an existing adjustment wage type. OSUP will determine if a new adjustment wage type should be created.

Agencies have reported to OSUP that they are using the above listed wage types for teacher contract balance payouts and for reductions in pay. Wage types 0141 Educ_Ret_Deduction or 0156 Educ_NoRet_Deduction should be used, as applicable, for teacher contract balance payouts. Wage types 0276 Reduction in Pay (maintained as a negative amount on Infotype 0014 for multiple pay periods or Infotype 0015 for one pay

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period) and 0277 Reduction in Pay Bal (maintained as a positive amount on Infotype 0015) should be used for reductions in pay, in accordance with ISIS HR [Quick Tip #31](#).

Agencies are responsible for maintaining supporting documentation for usage of the retroactive pay wage types. OSUP will monitor retroactive pay activity to assure that these wage types are used appropriately.

If you have any questions regarding these wage types, please contact a member of the OSUP Benefits and Financial Administration Unit at DOA-OSUP-BFA@LA.GOV or (225):

Brandy Boyd	342-5354	Desiree Jefferson	342-5377
Jessamye Charette	342-5344	Michelle Richmond	342-5357
Jodi Bullock	342-5345		

APH/BPB:pbh